



CITY OF NEWPORT, OREGON
FINANCE DIRECTOR

\$64,956 - \$85,536
Plus Excellent Benefits

Application Deadline: September 6, 2013

Send Cover Letter and Resume to:

JJ Scofield, HR Manager
City of Newport
169 SW Coast Highway
Newport, Oregon 97365
j.scofield@newportoregon.gov

What We Are Looking For

The City of Newport, Oregon is seeking a highly ethical, principled, and talented Finance Director with a strong background in municipal finance. He/she will have department manager-level experience in finance management, accounting, fiscal reporting and control, budget development and monitoring, development of financial policies, coordination of the annual audit, execution of the city's payroll and accounts payable operations, utility billing, municipal court, investments, supervision of staff, and other financial duties. The Finance Director must understand the challenges of municipal finance in a difficult economy, maintain good relationships with other city departments, and offer exceptional customer service to the public who visit city hall to pay for services. The position requires a bachelor's degree from an accredited college in business administration, public administration, accounting, or a closely related field, and a minimum of five years professional governmental finance experience, or an equivalent combination of education, training, and experience. Applications should be sent to JJ Scofield, HR Manager, City of Newport, 169 SW Coast Highway, Newport, Oregon 97365. Application deadline - September 6, 2013. Response to supplemental questions will be required, and questions will be sent to all applicants via e-mail.

Newport - The Community

The City of Newport is a prime tourist destination and the population center of the Central Oregon Coast. Newport is the county seat of Lincoln County, and houses the offices of several federal and state agencies, including a major Coast Guard station, Oregon State University's Hatfield Marine Science Center, the Oregon State Police, Oregon DMV, and Oregon Employment Division offices. The city is home to the Samaritan Pacific Communities Hospital, and the main campus of the Oregon Coast Community College. OCCC is a premier educational institution and unique in its aquarist program. Its aquarist graduates are working in aquarium and research facilities throughout the country. Newport has a population of more than 10,000.

The Yaquina River flows into the Pacific Ocean through Newport's Yaquina Bay. Newport is home to the Oregon Coast Aquarium, one of the country's premier aquariums. A substantial commercial fishing fleet calls Newport home, as do several marine research vessels and a large number of private boats docked in marinas around the Bayfront. Newport is one of three deep-water ports on the Oregon Coast. Tonnage of shipping on the Oregon coast is second behind Coos Bay.

Newport has often been described as the most authentic city on the entire Oregon Coast. The city boasts numerous fine shops, restaurants, galleries, lodging establishments, and endless, year-round outdoor recreational opportunities.

Proximity to Portland and the Willamette Valley provides a strong tourism base, and the mid-latitude of Oregon provides moderate rainfall during the winter and spring months, and mild temperatures throughout the year.

The City Organization

Newport is organized under the council-manager form of government. Under this type of government, the elected City Council (Mayor and six Councilors) establish policy and the Council appointed City Manager is responsible for executing such policy while acting as Chief Operating Officer for the city.

Newport is a full-service city providing a wide range of municipal services, including police, fire, finance, public works, water and sewer utilities, community development, airport, parks and recreation, and urban renewal. The adopted 2013/2014 combined city/urban renewal agency budget is approximately \$54 million.

The Finance Department

The City of Newport Finance Department is responsible for the financial operations of the city, including financial reporting, accounts payable, accounts receivable, investment of city monies, utility billing, payroll, and collection of municipal court fines and fees. The Finance Department provides good customer service to other city departments, and to the citizens who visit city hall to pay for services or gather information. The Finance Director and Finance Department work closely with the City Manager and department heads in developing the annual budget, and supporting the department heads reporting, payable, and purchasing needs. The Department has six and a half full-time employees. The 2013-2014 departmental budget is \$583,826.

The Position

The Finance Director reports to the City Manager. He/she is responsible for maintaining the fiscal records and systems of the city and supervising the Finance Department staff. This position directs the city's accounting and reporting operations and directs the city's cash management functions, and monitors financial trends and budgeted revenues and expenditures to assure the fiscal well-being of the city. He/she assists the City Manager in preparation of the city/urban renewal budgets, and serves as a significant resource in preparing financial forecasts, policies, and ensuring the city's compliance with Oregon budgeting and auditing requirements.

This is a highly visible position that must maintain good internal customer service to the departments and to the public visiting city hall to pay for services or request information. The new Finance Director will need to develop and maintain good communication with elected officials who depend on professional and highly ethical oversight of the city's financial resources.

Current Issues and Projects

Newport is facing significant budget challenges due to previous state legislation and the overall economic downturn. There is no sales tax in Oregon, and the city relies heavily on property taxes which have not grown at the same pace as the operational costs of the city. Because of the current economic constraints, Newport will require a Finance

Director who can operate effectively, creatively, and thoughtfully in this challenging economy.

The Newport City Council has developed goals that can only be accomplished with direct or indirect assistance from the Finance Department.

2013-2014 City Council Mission Statement and Goals

Mission Statement

The City of Newport pledges to effectively manage essential community services for the wellbeing and public safety of residents and visitors. The City will encourage economic diversification, sustainable development, and livability.

Goals

Community Development Department

Ongoing Goals

- A. Maintain and implement economic development strategies.
- B. Involve citizens in every aspect of planning

Fiscal Year 2013/2014 Goals

- A. Complete Reservoir Urban Growth Boundary Expansion
- B. Initiate annexation of reservoir properties
- C. Begin Implementation of Land Bank Concept for Workforce Housing
- D. Complete Phase I - Safe Haven Hill Supplemental Geotech/Benefit Cost Analysis
- E. Leverage URA funds to acquire needed rights-of-way in South Beach
- F. Initiate code updates relating to accessory units and park models
- J. Develop annexation strategy for South Beach industrial areas
- K. Prepare initial concepts for new north side Urban Renewal District (bridge to Wal-Mart)
- L. Conduct periodic review of the Nye Beach Design Review Overlay and determine if changes are needed
- M. Initiate pre-planning with ODOT for Yaquina Bay Bridge

1 - 5 Year Goals

- A. Track organizational structure of Community Development Department
- B. Update LID ordinances to include public input
- C. Adopt storm drainage and erosion control standards for new development
- D. Initiate process of forming a new north side URA district with support of affected taxing entities
- E. Initiate Phase II URA borrowing and work with Public Works to plan for and implement of priority projects

- F. Work with ODOT to complete preliminary planning for Replacement of the Yaquina Bay Bridge and related studies
- G. Complete any recommended changes to the Nye Beach Design Review overlay
- H. Wrap up inventory of property assets, agreements, leases and franchises and develop strategies for property acquisitions and sales of city assets
- I. Coordinate with the state and FEMA on floodplain and wetland regulatory mandates
- J. Move forward with Phase II Safe haven Hill work if supported by Phase I assessment
- K. Coordinate with Public Works on the initiation of grant funded capital projects, including the Agate Beach Wayside Improvements and US 101
- L. Work with the Park and Recreation Department to update the city's 1993 Park System Master Plan

PUBLIC WORKS DEPARTMENT

Streets Division

Ongoing Goals

- A. Provide consistent funding for street improvement projects.
- B. Continue to support multi-modal forms of transportation in the City of Newport.
- C. Designate and develop pedestrian and bicycle routes in association with streets, and work with the school district to create safe routes to schools.
- D. Designate and develop gravel streets for paving, and develop a paving inventory and replacement program.
- E. Develop a system to support electric/alternative fuel vehicles.

Wastewater Division

Ongoing Goals

- A. Identify and reduce inflow, infiltration, and pollution.
- B. Plan for funding for big wastewater system projects.

1 - 5 Year Goals

- A. Develop wastewater plans for service to airport.
- B. Develop a Wastewater Master Plan.
- C. Continue improvements to Agate Beach wastewater program.

Stormwater Division

Ongoing Goals

- A. Participate in emergency response committee planning process.
- B. Consider funding sources for stormwater improvement projects.

- C. Continue to identify cross-connections and pollution sources.
- D. Plan for NPDES requirement (illicit discharges) legislative control of stormwater system.

1 - 5 Year Goals

- A. Develop Stormwater Master Plan.

Water Division

Ongoing Goals

- A. Plan for remediation or replacement of upper and lower Big Creek dams.
- B. Update the Water Supply System Master Plan and Comprehensive Plan (condition analysis).

1 - 5 Year Goals

- A. Implement automatic meter reading system.
- B. Improve water system to the airport.

5 Year Goals

- A. Switch out water meters to “radio reads.”
- B. Begin the systematic replacement of water supply lines and develop plans for future replacement.

Parks and Recreation

Ongoing Goals

- A. Consideration of new aquatic facility - time and funding; location and scope.
- B. Painting of pool floor and perimeter deck.
- C. Tree City USA - take important next step of mapping and inventory, and development of standards and restrictions.
- D. Park Master Plan update and strategic property identification (trails, open space, wetlands).
- E. Update the CIP for equipment, vehicles, and furniture.
- F. Continue and create new special events that draw athletes and spectators alike.
- G. Explore the functional number of members of the Parks and Recreation Advisory Committee and potentially reduce the membership.
- H. Community-wide wellness support through employee programs; availability of mapping with trail and bike routes; and health events that demonstrate support by elected officials.
- I. Identify which programs are cost effective.

Administration

Facilities and Parks Maintenance Division

Ongoing Goals

- A. Develop and implement a comprehensive facility maintenance and staffing plan.
- B. Develop and implement a comprehensive parks maintenance and staffing strategy.
- C. Increase utility efficiency in city parks and buildings.
- D. Develop in-house custodial services.

Communications

Ongoing Goals

- A. Continue utilizing employee surveys
- B. Continue to support the City Employee Committee
- C. Provide communication management training to supervisors and the management team

Information Technology Division

Ongoing Goals

- A. Maintain city-wide computer replacement program.
- B. Support individual department IT purchases.
- C. Maintain hard drive space needs.

FY 2013/2014 Goals

- A. Install more security systems in city buildings.
- B. Replace telephone system.
- C. Develop plans for recover in case of catastrophic failure.
- D. Set up EOC systems computer.

1 - 5 Year Goals

- A. Develop off-site back-up systems.
- B. Extend fiber throughout all facilities.

Human Resources Division

Ongoing Goals

- A. Update employee policies.
- B. Initiate streamlined linear hiring process through Clarity.

- C. Complete standardized interview guides for all departments.
- D. Develop and implement cross-departmental injury reduction plan.
- E. Consider longevity increases.
- F. Confirm exempt and non-exempt status of all employees.
- G. Formalize salary schedules.
- H. Better understand worker compensation claims.
- I. Continually provide information to Council in a format they would like to see.

Finance Department

Ongoing Goals

- A. Adequately staff department.
- B. Reorganize/strengthen department.
 - 1. Two-position cash receipts.
 - 2. New payroll assignment.
 - 3. Increased emphasis on accounts receivable.
 - 4. Increased emphasis on agreements, contracts, RFPs, and projects.
- C. Find a consistent method to deal with late and non-payers.
- D. Strengthen the lien process.
- E. Ensure that everyone understands appropriations, budgets, resources, and revenues.
- F. Implement cost control measures, specifically a purchase order system.

Library

Ongoing Goals

- A. Ensure the safety of Library users and staff and minimize risk.
- B. Pursue improvements to keep the Library current.
- C. Continue to purchase materials in multiple formats that meet the educational and recreational needs of patrons.
- D. Continue educational activities including:
 - 1. Book discussion group.
 - 2. Computer classes.
 - 3. Guest speakers.
 - 4. Author presentations.
 - 5. Writing classes.
- E. Continue programs and outreach to adults, young adults, and children through:
 - 1. Schools.
 - 2. Preschools.
 - 3. Juvenile detention.
 - 4. Rehabilitation centers.
 - 5. Library.
 - 6. Literacy Park.

FY 2013/2014

- A. Conduct Library needs analysis.
- B. Install four security cameras.
- C. Install public address system.
- D. Install at least one new furnace.
- E. Replace meeting room tables.
- F. Install large flat screen television and sound system in meeting room.
- G. Paint as much of the Library as possible.
- H. Continue to upgrade landscaping and appearance of Library grounds.
- I. Replace aging computers at circulation desk.

1 - 5 Year Goals

- A. Purchase computer carrels for internet, word processing, and children's area P.C.'s.
- B. Replace all upholstered seating.
- C. Purchase Radio Frequency Identification (RFID) security system.

5+ Year Goals

- A. Expand or relocate the Library.

Airport

Ongoing Goals

- A. Maintain FAA Part 139 certification.
- B. Continue top quality service of the FBO.
- C. Continue training of Airport personnel.
- D. Monitor hangar lease and rental agreements.

FY 14 Goals

- A. Replace AARF truck.
- B. Complete runway 16/34 rehabilitation project.
- C. Repair FBO.

1 - 5 Year Goals

- A. Update Airport Master Plan.

Public Safety

Ongoing Goals

- A. Stockpile emergency supplies.
- B. City Emergency Management Committee continues planning.

- C. Continue CERT team.

FY 2013/2014 Goals

- A. Continue improvements on Safe Haven Hill with FEMA grant funds.
- B. Develop a well-defined and equipped City of Newport EOC.

1 - 5 Year Goals

- A. Evaluate public buildings for public safety.
- B. Develop and implement a plan for earthquake readiness.
- C. Explore becoming a NOAA Tsunami Ready City.

Police Department

Ongoing Goals

- A. Maintain volunteer force.
- B. Support education/prevention.
- C. School resource officer.
- D. Conduct annual public survey.
- E. Accreditation proofs.
- F. Continue to fund for canine replacement.

FY 2013/2014 Goals

- A. Complete report writing manual.
- B. Institute Explorer Program.
- C. Develop and maintain a funding source for instructor development.
- D. Reinstate Records Clerk position.
- E. Increase number of Neighborhood Watch groups.
- F. Conduct two crosswalk enforcement activities.
- G. Conduct two distracted driver activities.
- H. Add another patrol officer.

1 - 5 Year Goals

- A. Add School Resource Officer.
- B. Complete re-accreditation.
- C. Develop funding for decontamination of range.
- D. Restart reserve police program.

5+ Year Goals

- A. Replace canine vehicle.

Fire Department

Ongoing Goal

- A. Continue to strengthen volunteer and paid staff relationships.
- B. Improve volunteer recruitment and retention.
- C. Improve training programs, officer development, and succession planning.
- D. Collaborate with other departments and agencies for improvements to service.

FY 2013/2014 Goals

- A. Reconfiguration of Agate Beach station.
- B. Evaluation, decision, and implementation of collaboration plans.
- C. Evaluate options to EMS transport, and decide whether to develop a fire-based EMS proposal.
- D. Consider or update Comprehensive Plan.
- E. Work with OCCC and neighboring fire departments to bring fire science classes, and a degree program, to Newport.
- F. Develop a balanced staffing plan to include career, volunteer, and seasonal/part-time personnel based on Standard of Cover service level goals.

1 - 5 Year Goals

- A. Implement recommendations from the ESCI study.
- B. Develop a strategic plan.

5+ Year Goals

- A. Implement strategic plan.

Sustainability

Ongoing Goal

- A. Every city department will look for ways of conserving resources.

Fiscal Year 2013/2014 Goals

- A. Staff trainings to learn and discuss the concepts of sustainability using The Natural Step, Zero-Waste, Carbon Footprint and others (Councilor Saelens)
- B. Department meetings to discuss potential sustainability initiatives.

1 - 5 Year Goals

- A. Implement sustainability initiatives.

Ideal Candidate

The city is seeking a highly ethical, principled, talented, and professional Finance Director with a strong background in municipal or other local government finance management. He/she will have extensive experience in finance management, accounting, fiscal reporting and control, budget development and monitoring, development of financial policies, coordination of the annual audit, execution of the city's payroll and accounts payable operations, utility billing, municipal court, investments, supervision of staff, and other financial duties. The Finance Director will maintain good customer service to other city departments, and externally to the public who visit city hall to pay for services, and understand the challenges of municipal finance in a difficult economy.

The new Finance Director must be approachable and encourage open communication based on an environment of trust and integrity. Candidates will have a proven track record of delivering results, building accountability for staff, and creating a positive working environment characterized by teamwork and innovation. The ideal candidate will be a strong and confident leader with excellent interpersonal skills, and a top-notch role model.

The successful candidate will possess a flexible "can-do" attitude focused on a customer service approach. It is critical that the Finance Director be able to look at the big picture and to understand and address the current and future financial management needs of other departments and the city as a whole. He/she will be recognized for building consensus and cooperation among city staff, and will bring an appropriate sense of humor to the job.

The ideal candidate will be politically astute and demonstrate an unquestionable sense of integrity and honesty. Candidates will be able to organize and express ideas through excellent oral and written communications to a wide variety of audiences, such as the City Council, staff, citizens, community groups, and other city boards and committees. The successful candidate should be computer literate and have superior skills in producing spreadsheets. The city is looking for a hands-on manager willing to learn the staff jobs and pitch in and help when needed to get the job done.

Education and Experience

The position requires a bachelor's degree from an accredited college in business administration, public administration, accounting, or a closely related field, and a minimum of five years professional governmental finance experience, or any combination of education, training, and experience that provides the applicant with the knowledge and skills required to perform the duties of the position.

Compensation and Benefits

Annual Salary \$64,956 - \$85,536

<u>Paid Holidays</u>	New Year's Day	(January 1st)
	Martin Luther King Day	(third Monday in January)
	President's Day	(third Monday in February)
	Memorial Day	(last Monday in May)
	Independence Day	(July 4th)
	Labor Day	(first Monday in September)
	Veteran's Day	(November 11th)
	Thanksgiving Day	(fourth Thursday in November)
	Day After Thanksgiving	(Friday following Thanksgiving)
	Christmas Day	(December 25th)
	Personal Holiday	(day off at employee's discretion)

<u>Paid Vacation</u>	Years of Service	Monthly Accrual	Days/Year
	0 to 5 years	8.0 hours	12 days
	5 to 10 years	10.0 hours	15 days
	10 to 15 years	12.0 hours	18 days
	15 to 20 years	15.34 hours	23 days
	20+ years	16.67 hours	25 days

Employees designated as exempt accrue an additional 4 hours per month (6 days per year) of vacation. Department heads accrue a further additional 2 hours per month (3 days per year) of vacation.

Paid Sick Leave - Full-time employees accrue sick leave at the rate of eight (8) hours per month and the maximum accrual is 910 hours, unless otherwise provided by law or agreement.

Retirement - Regular employees scheduled to work 30 or more hours per week other than public safety employees become participants of the City of Newport Employees' Retirement Plan on the first of the month following six (6) months of employment

Medical, Dental, Vision, Life Insurance, Long-Term Disability - Excellent plan available to full-time employees.

Deferred compensation plan available.

To Apply

The City of Newport is an Equal Opportunity Employer and Veterans Preference provider.. All qualified candidates are encouraged to apply. Send cover letter, resume, and city application to JJ Scofield, HR Manager, City of Newport, 169 SW Coast Highway, Newport, Oregon 97365, or j.scofield@newportoregon.gov. Application deadline is September 6, 2013. Include e-mail address as response to supplemental questions will be required, and questions will be sent to applicants via e-mail. For more information about the City of Newport, visit the city's website at www.newportoregon.gov.

